

The Rectory, 24 Church Lane, Milton, Cambridge CB24 6AB
t 01223 861511 m 07805 083300 e rector@allsaintsmilton.org.uk

Children and Families Worker Vacancy

Thank you for your interest in this post.

I have pleasure in enclosing full details of the vacancy, together with helpful information about All Saints' Church. Informal enquiries and visits are welcome – please contact me directly on 01223 861511 or rector@allsaintsmilton.org.uk.

I hope you will decide to apply: please complete and return the application form, together with a letter of application (maximum 1,000 words) describing what you would bring to this post.

Please return the application as soon as possible. Closing date for applications: Friday 15th June 2018.

Interviews will be held in Milton later in June. Full details will be sent to those called to interview. Any offer of employment will be conditional on a satisfactory DBS enhanced disclosure being completed.

I look forward to hearing from you.

Yours in Christ,



David Chamberlin (Rev'd)
Rector

ALL Saints
MILTON
Church at the heart of the community

Children and Families Worker

Aim:

- To lead, develop and encourage all aspects of the Church's work with children aged 0-14 and their families.

Responsibilities:

- Leadership/Management
 - Management and recruitment of volunteers
 - Leadership of Junior Church (0-14)
 - Leading Parents and Toddlers / Parents and Under 1s
 - Oversight of weekly Praise and Play / Refresh Bible Study Group
 - Leading the Messy Church team
- Events/Courses
 - Developing and delivering one-off events such as holiday clubs, activity days, etc.
 - Running or assisting with parenting courses (e.g. New Wine Family Time)
 - Involvement in Baptism and Holy Communion preparation
- Schools
 - Weekly school assemblies in Milton CofE Primary School
 - Developing and delivering Extended Schools groups (e.g. after school clubs, lunchtime clubs, etc.)
 - Maintain and develop the church's relationship with Milton Primary School
- Pastoral/External
 - Pastoral support for families
 - Building relationships with agencies outside the church: e.g. School, Pre-school, Health Visitors, Social Services, Families Centres, etc.
- General Responsibilities
 - Work closely with the (proposed) Youth and Schools Worker (e.g. on transitions work), and with our volunteer Youth leaders.
 - Work closely with the (volunteer) Assistant Children and Families Worker, who leads Praise and Play, the Refresh Bible Study that follows it, and undertakes some Family Support work in Milton School (all on a Wednesday).

- In liaison with the Church Safeguarding Officer, responsibility for ensuring Safeguarding policies are correctly followed for this area of work.
- Encouraging prayer for and involvement in this ministry from the members of All Saints
- To attend weekly staff meetings and provide regular updates for the PCC on the Children and Families Ministry at All Saints Milton
- Represent All Saints' Church in a professional, welcoming and caring way, reflecting the vision and values of the church and the Christian faith.

Basis of post:

- Full time (37 hours per week). The contract hours to be organised flexibly by the jobholder as required, and agreed with the Rector. Due to the nature of the work, this will regularly involve weekends and some evenings.
- Starting salary £21,000 FTE.
- The post will be for a two year fixed term initially, subject to satisfactory performance in the job during a six month probationary period. The fixed term may be extended by mutual agreement between the PCC and jobholder.

The Person will:

- have a heart for children and families, and long to see them grow in faith
- have recent experience of working with children and families, and ideally will have a relevant qualification
- be up to date with current developments in this area of work
- be a team builder and team leader
- be a committed disciple of Jesus, keen to share the Good News with others in both church and community through loving service and creative communication
- be able to build relationship with people of any faith and none from a wide variety of backgrounds
- share our New Wine values and sense of fun
- be a person of both prayer and action
- have excellent communication skills, written and oral
- have a good understanding of, and exemplary practice in, Safeguarding issues.
 - Safeguarding training at a level appropriate to the post will be required, and will be provided by All Saints' Church through Ely Diocese. An enhanced DBS disclosure will be required before any offer of employment can be confirmed.

We will provide:

- A friendly, informal, supportive team environment
- Support for your training and development in the post
- An office base and access to a PC with broadband at All Saints' Church Office
- A generous budget for resources relevant to the work
- Agreed work-related expenses paid in full
- 20 working days paid holiday per year, plus public holidays (or time in lieu)
- Although we are unable to provide living accommodation, it may be possible to arrange short-term lodging in a church member's home if required
- All Saints Milton PCC is happy to comply with the requirements of Workplace Pension legislation for its employees

May 2018



All Saints Milton: A brief summary

Why are we here?

To glorify God, as we rejoice in the love of the Father
and share the good news of Jesus in the power of the Holy Spirit.

Milton is located 3 miles north of Cambridge. It is a dormitory community that retains a village atmosphere. While largely residential, it includes a medium-sized Tesco store, a small industrial estate, a [children's hospice](#) and the Cambridge campus of the [College of West Anglia](#). The population of approximately 5,000 includes a high proportion of professional people, with a scientific bias, largely due to our proximity to the [Cambridge Science Park](#).

Have a look at the excellent [Milton Village website](#) for more detail on the local community.

The church has links with [New Wine](#), [Soul Survivor](#), [Alpha](#), and the [Evangelical Alliance](#). Apart from a small [New Apostolic](#) chapel, All Saints is the only church in Milton, so draws members from a wide variety of Church backgrounds. All Saints is evangelical, gently charismatic, and informal. Other Christians in Milton commute in to various Cambridge churches; the pastor of [C3](#) (Cambridge Community Church) lives in Milton.

The interior of the church provides a flexible worship area. There are currently 3 Sunday services. The 8.00am Holy Communion service is fairly traditional using a Common Worship contemporary language service, attracting 8-15 worshippers. The 10.30am service is an informal modern service (band, contemporary songs, no robes) with a flourishing Junior Church for 0 to 14 year olds. We worship all together for the first part of the service, then the children leave for their own activities in the adjoining modern church hall. Most Sundays there will be 80-100 adults and 20-40 children and young people at this service. Once a month we remain together for an all-age service of Holy Communion. We have an informal, said evening service at 6.00pm, which, although very small, is appreciated by those who attend. We have a Messy Church service termly to coincide with major festivals (Easter, Christmas, etc.). This has proved very popular with parents and younger children.

A good proportion of the adult members attend home groups at various times and places during the week.

The Rector, David Chamberlin, came to All Saints' in September 2004. The church has a self-supporting Associate Minister, five Licensed Lay Ministers (Readers), two Lay Pastors, and an Authorised Lay Minister (prison ministry). Our Children and Families Worker, who has been with us for four years, is about to leave us as her husband is ordained. An Administrator is employed part-time, and the Church Office is open four days a week. Two ordinands from Ridley Hall Theological College are currently attached to the church. We have a number of worship leaders

and a large variety of able musicians in the church. Many church members are involved in different aspects of the life of the church.

There are excellent links with Milton Church of England VC Primary School, a Foundation to Y6 primary of around 400 pupils. In addition to the Rector, All Saints provides three Foundation Governors; the Chair of Governors is also a member of our congregation, as are several of the other Governors. The Rector and Children and Families Worker both take assemblies weekly. The school visits the Church for Christmas, Easter, Harvest, the end of the school year and other events.

Many other activities take place on church premises during the week: Parents and Toddlers, Parents and under 1s, Lunch Club for the elderly, Scrabble Club, Stitches Club, Brownies, Guides, Milton Photographic Club, Milton Ladies, Women's Institute, Mothers' Union... the list goes on!

More information about All Saints' Milton can be found at www.allsaintsmilton.org.uk.

Updated: DC May 2018

<p>Internal use only Date received:</p>

Employment Application Form

All Saints Church Milton is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

Please ensure that you complete all sections of Part 1 and Part 2 of the application. Please note that providing false information will result in the application being rejected, or withdrawal of any offer of employment, or summary dismissal if you are in post, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink.

Vacancy Job Title	
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Part 1. INFORMATION FOR SHORTLISTING AND INTERVIEWING

INITIALS _____ SURNAME OR FAMILY NAME _____

LETTER OF APPLICATION *Please refer to the applicant information pack which will include instructions on completion of the letter of application*

CURRENT / LAST EMPLOYMENT

Name and address of employer	
Job title <i>Please enclose a copy of the job description, if possible</i>	
Date appointed to current post	
Date available to begin new job	

FULL CHRONOLOGICAL HISTORY Please provide a full history in date order, most recent first, since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment. Give start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

Job Title or Position	Name and address of employer, or description of activity	Dates				Reason for leaving
		From		To		
		Mth	Yr	Mth	Yr	

FULL CHRONOLOGICAL HISTORY (Cont'd)

Job Title or Position	Name and address of employer, or description of activity	Dates				Reason for leaving
		From		To		
		Mth	Yr	Mth	Yr	

Please enclose a continuation sheet if necessary

SECONDARY EDUCATION & QUALIFICATIONS (eg GCSE)

Name of School/College	From	To	Qualifications Gained

FURTHER OR HIGHER EDUCATION

Any recognised qualifications or courses attended which are relevant to the job application

Name of FE College or University or Awarding Body	Dates		Full or Part-time	Qualifications Obtained
	From	To		

OTHER RELEVANT EXPERIENCE, INTERESTS AND SKILLS

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Part 2

This section will be separated from Part 1 on receipt. Relevant contents may be verified prior to shortlisting but will not then be used for selection purposes.

PERSONAL INFORMATION

1. Surname or family name	
2. All previous surnames	
3. All forenames	
4. Title	
5. Current Address	
6. Postcode	
7. Resident at this address since	
8. Home telephone number	
9. Mobile telephone number	
10. Date of Birth	
11. Email address	
12. National Insurance Number	
13. Have you ever been barred or restricted from working with children?	Yes No If YES give details separately under confidential cover
14. Do you have a current full driving licence?	Yes No
15. Are you subject to any legal restrictions in respect of your employment in the UK?	Yes No If YES please provide details separately
16. Do you require a work permit?	Yes No If YES please provide details separately
17. Are you related to or have a close personal relationship with any member of staff or the PCC of All Saints Church?	Yes No If YES give details separately under confidential cover

PROTECTION OF CHILDREN AND VULNERABLE ADULTS

All Saints Church Milton is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. Therefore all staff and volunteers at All Saints Church Milton are required to complete an enhanced Disclosure and Barring Service (DBS) check. Any offer of employment will be conditional upon a satisfactory disclosure.

REFEREES

Give here details of two people who can provide employment references. The first referee should normally be your present or most recent employer. Referees will be asked about any current disciplinary record and, if appropriate, any disciplinary record relating to children, which may include matters which are "time expired", and whether you have been the subject of any child protection concerns. References will not be accepted from relatives, or from people writing solely in the capacity of friends.

The third referee should be the minister of your present Church, or someone with official pastoral responsibility in your Church who knows you well.

First referee

Title and Name	
Address and post code	
Telephone number	
Email address	
Job Title	
Relationship to applicant	

Second referee

Title and Name	
Address and post code	
Telephone number	
Email address	
Job Title	
Relationship to applicant	

Third referee

Title and Name	
Address and post code	
Telephone number	
Email address	
Job Title	
Relationship to applicant	

DECLARATION

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected, or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that checks may be carried out to verify the contents of my application form.

Signature of Candidate

Date

Print Name